

NATICK CONTRIBUTORY RETIREMENT BOARD

POSITION TITLE: EXECUTIVE ASSISTANT

LOCATION: RETIREMENT BOARD OFFICES, TOWN HALL
13 EAST CENTRAL ST., NATICK MA 01760

The Natick Retirement Board is seeking a candidate to serve as an Assistant to the Director. The ideal candidate will have experience with Massachusetts General Law, Chapter 32, governing the public pension system, as well as familiarity with the specific operating software (TACS and/or PTG) for administration of the system. This Board has an active, inactive and retired membership of over 1300 individuals and administers a system with assets of approximately \$192 million.

Responsibilities:

The successful candidate will have experience:

- 1) preparing a monthly payroll & reconciling monthly reports
- 2) maintaining and updating member and retiree files with accuracy
- 3) calculating, processing and researching records for transfers, refunds and buybacks for member accounts
- 4) preparing 1099's for retirees and annual statements for active members
- 5) responding with clarity and patience to member and retiree concerns
- 6) providing all types of basic office support such as accounts payable, warrants, record keeping, filing etc.
- 7) interacting with official government agencies including PERAC and the PROSPER online system, the IRS, DOR and others

Qualifications:

A Bachelor's Degree is preferred along with experience in a Massachusetts public retirement system. A candidate with several years of equal and related experience will be considered. Excellence in oral and written communication is essential as well as proficiency with Microsoft Word and Excel applications. This position requires physical capabilities typical to an office atmosphere.

Salary: \$58,000 - \$65,000 commensurate with experience.

Office Hours: 8:00AM – 4:30PM

PLEASE SUBMIT RESUME WITH COVER, ADDRESSED TO THE NATICK CONTRIBUTORY RETIRMENT BOARD, VIA EMAIL ONLY TO kbacon@tiac.net on or before February 28, 2022.

The Natick Retirement Board is an equal opportunity employer